

BOARD OF SUPERVISORS

Brown County



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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, August 26, 2013

Approx. 6:15 p.m. (To follow Land Con Mtg)

Room 161, UW Extension

1150 Bellevue Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of July 22, 2013.
1. Review minutes of:
 - a. Harbor Commission (June 10, 2013 and July 22, 2013).
 - b. Planning Commission Board of Directors (June 5, 2013).
 - c. Revolving Loan Fund (April 10, 2013).

Comments from the Public

Communications

2. Communication from Supervisor Dantine re: To have Brown County Highway review their Administration Charges to Local Municipalities and report to Planning, Development and Transportation Committee for review. *Motion at June Meeting: To refer back to the Highway Department with a request to review administration charges to local municipalities, along with the possibility and legality of using bridge funds and report back. Motion at July Meeting: To hold this communication for August's meeting.*

Register of Deeds

3. Budget Status Financial Report for January-July, 2013.

Planning and Land Services

Planning Commission

4. Presentation of the Brown County Research and Business Park Feasibility Study.
5. Budget Adjustment (13-73): Increase in expenses with offsetting increase in revenue.
6. Update regarding development of the Brown County Farm Property – standing item.
7. Budget Status Financial Reports for June and July, 2013.

Property Listing

8. Budget Status Financial Reports for June and July, 2013.

Zoning

9. Budget Status Financial Reports for June and July, 2013.

Public Works

10. Summary of Operations.
11. Director's Report.

Airport

12. Budget Status Financial Report for July, 2013.

Port and Resource Recovery – No agenda items.

UW Extension – No agenda items.

Other

13. Audit of bills.
14. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Tuesday, July 22, 2013 in Room 161, UW Extension, 1150 Bellevue Street, Green Bay, WI

Present: Chair Norb Dantine, Supervisors Bernie Erickson, Tom Sieber, and Dave Landwehr
Excused: Supervisor Dave Kaster
Also Present: Executive Streckenbach, Brandy Younger, Judy Knudsen, Paul Van Noie, Jeff Oudeans and other interested parties

I. Call Meeting to Order.

The meeting was called to order at 6:43 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Norb Dantine, seconded by Supervisor Dave Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of June 24, 2013.

Motion made by Supervisor Tom Sieber, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

1. Review minutes of:

a. **Solid Waste Board (April 15, 2013).**

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Comments from the Public None

Communications

- 2. Communication from Supervisor Dantine re: To have Brown County Highway review their Administration Charges to Local Municipalities and report to Planning, Development and Transportation Committee for review. *Motion at June Meeting: To refer back to the Highway Department with a request to review administration charges to local municipalities, along with the possibility and legality of using bridge funds and report back.***

Business Manager Brandy Younger handed the committee a copy of the review titled, *County Local Bridge Aid Fund Admin Fee* (attached). It was decided by the committee the document needed more in-depth reading, so it was put on hold for next month's meeting.

Supervisor Dantine asked Younger when exactly the administration fee was raised to 5%, because he was sure in the previous years it was 2% or 3%, and why it wasn't communicated.

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Younger answered she was sure the fee has been 5% for a long time, and maybe there was a miscommunication due to the new billing statement that might have cut that information to the next pages, making it more hard to visually see. The committee asked Younger to look into it and contact Dantine and the whole committee with information regarding the 5% fee charge.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to hold this communication for August's meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

3. Budget Status Financial Report for January-May, 2013.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Port & Solid Waste

4. Port & Solid Waste 2014 Five-year Capital Improvement Plan (CIP).

Port & Solid Waste Director Dean Haen reported the situation as to build or not to build the 2nd shift BOW expansion. Sloan consulting firm has looked at the storage capacity at the recycling center. There isn't intention to build yet, until the study shows the expansion should be built in Outagamie County if Brown County has an issue with capacity. The retained earnings will be used to build in Outagamie if the study confirms the need to build. Expanding the building will be to the East or to the South.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. Port June Financial Report.

Haen shared the June's financial report in summary; without a Port Manager, salary and fringe benefit cost is much lower than budgeted, Cat Island Chain project is basically half way done, charge backs are happening sooner from highway's work at Bay Port, revenue expense is on target.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. Solid Waste June Financial Report.

Haen shared the summary; overall landfill is tracking about 10% down. They have a contractor with a landfill who needs to put "fluff" on the bottom of the landfill so that waste doesn't go beyond the liner. Expenses in revenue are tracking about 10% down this time of the year.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. Public Relations Communication Plan RFP – Request for Approval.

While reviewing the proposal, Landwehr asked about the budget amount of \$35,000 – Port of Green Bay, if that was all going towards media. Haen said it is going towards public relations; add placements, education material, basically whatever the plan calls for.

Haen shared that there is a broader appreciation for the economic impact that the port creates and the job it creates. There are tough things to deal with, but the word has to get out. Green Bay also has the third biggest public recycling facility in the country.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Director's Report.

Haen shared his report (included in agenda packet);

- Renard Island Closure—WDNR granted a closure date extension to Brown County and the Corps.
- Cat Island Chain Restoration Project – off-loading facility 80% installed. Reconstructing Lineville Road next year, worked on by the Highway Department.
- 2nd shift at the BOW Single Stream Recycling Facility – Contract with Advanced Disposal Systems is finalized and Outagamie County approved the expansion and most of the table or organization changes. Unapproved positions will have to be out sourced.
- Tall Ship Festival – This event is taking place August 16-18, 9am – 5pm. There will be about 9 ships, a few coming in from Europe. The event is looking for volunteers. (*This event falls on the Veterans Fair.)

Haen closed his report with an invitation to the committees, county executives, and department heads that the Sheriff has offered to take the Harbor Commission on a tour of the port to see the island, terminals, commissioners, activities. This will be August 12, so please let him know if they plan to attend.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

UW Extension

9. Budget Status Financial Report for May, 2013.

Director Judy Knudsen made aware that most of their revenue comes in during the second half of the year. Quite a bit will be coming in during the other half.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

III

10. Director's Report.

Knudsen shared the *Brown County Fair* brochure (attached) with the committee. The fair is taking place August 14-18, and could use some volunteers as well. Shared in the discussion was Education & Recreation Committee's next meeting on August 15, which will have a tour to follow at the County Fairgrounds.

Breakfast on the Farm went well; about 6,000 in attendance. Calf Source, owned by Jim Ostrom and partners will be hosting in 2014, and there is a potential farm for 2015; everything is looking good. Community gardens are looking great; 7 gardens ranging from Oneida Tribe to Sisters of St. Francis. Three new gardens are going to be added next year because of interest. They have an AmeriCorps Vista paid by the extension, who graduated from UWGB that will be working with the garden project for three years. They will also be getting a full time AmeriCorps Vista in August to work with the development program. These are great ways to extend resources without paying.

There were 130 kids in the Sporting Shooting Program that will be at Cabela's this weekend showing off their skills with archery. They had a great time. Shared with the committee was partnership developed with the County Foster Care program, and providing these youth to some of the education programs.

Increase in calls/ emails about bugs, trees, and grass issues. Staffs are going to start mapping where all the Phragmites patches in the county. They are working on a grant funded by the DNR to continue that project.

Their master gardeners who finished training in April are working on 5 community projects. Each year they will continue to do work that will be enjoyed by the residents. Their plans are butterfly gardens, gardens catered to Latino population, kid's gardens... YouTube videos are in the making for how to grow vegetables.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Public Works

11. Public Works 2014 Five-year Capital Improvement Plan (CIP).

Director Paul Van Noie shared they are currently working on CTH GV, but it is being funded for 2014. Next year GV10 which is funded this year as well as PP. They were delayed because of disagreements with municipalities, and could possibly be pushed back as far as 2015 with redesigns in discussion.

Currently there isn't a website or a resource for citizens to obtain information pertaining to what's going on with the public roads or what to expect in the future.

Erickson and Haen discussed the bond funding. It wasn't included because it was something that had uncertainty.

Motion made by Supervisor Dantinne, seconded by Supervisor Landwehr to receive and place on file. Vote taken approve. MOTION CARRIED UNANIMOUSLY.

11

12. Recommendation and Approval of Bid for Roof Replacement Projects at ADRC & Museum – Project #1700.

Facility Projects Manager, Jeff Oudeans said It was determined that Northeastern Roofing Company came with the lower bid at \$226,507.00 for both roofs. Distributed was a BID Tabulation (attached).

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to award BID #1 and BID #2 for the amount of \$226,507.00. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. Recommendation and Approval of Bid for Replacement of Boilers at ADRC, Museum, Jail and UW Extension – Project #1701.

Given to the committee by Oudeans was another BID Tabulation (attached). This tabulation proved difficult to translate the breakdown to the committee. There was a \$350.00 difference; unfortunately the documents were not present at the meeting. Reeki-Marold Company is less expensive if they were to do all four boilers, but they are only doing two, and Hurckman Mechanical Industries is less expansive for the two. As of right now, they will bid the other two boilers out and keep the other two, the UW-Extension and the Museum.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve BID Boiler Replacement at the Museum and UW Extension for the amount of \$159,330.00. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. Summary of Operations.

The Public Works Department is performing better than anticipated with positive variances in most areas, as reported by Van Noie. Van Noie went over the Highway funds, Capital Projects, and shared a staffing summary as well all found in the agenda packet.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

15. Director's Report.

Van Noie shared his report; he updated the committee on the current projects. CTH GV was completed at around \$40,000 below budget. CTH, GV; traffic should be switched to the new northbound lanes July 29; soon construction will begin and end sometime in September or early October. Project, CTH ZZ; areas along this CTH were sliding into the Fox River, threatening stability and safety. "WI DNR Individual Chapter 30 Permit" was applied to repair this area. This project wasn't planned, no levy or bonding was appropriate for the work. Lastly for projects, CTH EB; this project was anticipated to start in 2016. Due to the deteriorated roads, work needed to be done right away. This action did however save the County, Hobart and Ashwaubenon a large sum of money.

Shared on Van Noie's report were employees who worked twelve or more hours during the month of June as well.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

III

Airport

16. Airport 2014 Five-year Capital Improvement Plan (CIP).

Director Tom Miller explained his summary; all the projects with the exception to #2, Revenue Control Parking Lot System Equipment, would be funded primarily by the Federal or State Government; the county would contribute to 5-10%. The rest of the projects are very much a wish list. If it doesn't get done, it will be pushed to 2014.

Erickson asked about inspection, and Miller shared that there are still many meetings to be made with certain individuals, and this is a process within the Federal Government, and patience is needed. Congress is in the process of working their 2014 fiscal budget; they are looking into increasing the number of customs and protection staff. Miller said he thinks the WI Congressional delegation is going to try to leverage some of these staff in their direction.

Motion made by Supervisor Seiber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. Budget Status Financial Report for June, 2013.

Miller reported that all expense categories, with the exception of utilities continue to run at or slightly below budget through June. The Hobart and Ashwaubenon Strom Water Tax will likely show them slightly over budget in that category for the remainder of the year.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. Director's Report.

Miller notes a correction in last meeting's minutes (June 24, 2013). Page 3, item 9, Director's Report. "Dallas" should read, "Atlanta". The Atlanta flights are doing very well...

"The marketing plan for flights to ~~Dallas~~ Atlanta has been implemented and is working well."

On display on the Jet Air Ramp by the East side of the airport is a WWII craft owned by the Experimental Air Craft Association. There will be tours and flights with purchased fare roughly around \$400.00.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services

Planning Commission

19. Planning and Land Services 2014 Five-year Capital Improvement Plan (CIP).

Planning Director, Chuck Lamine handed some documents to the committee that showed a design concept plan and cost estimate of the research and business park (attached). Lamine shared they are getting close to having the research done and there are just minor things to fix/add. It should be ready to be reviewed soon. Cover costs associated with sewer water, road extensions through the county farm property to create that business part. Funding source is through the tax increment financing. This process will go through as soon as the feasibility study is completed.

III

Lamine said they have not marketed the site yet, but there have been discussions with Green Bay staffs, and I-43 Bushiness Park is filling up. The good part about this is that some of these areas they are looking at are already on streets, have sewer and water. Then shared was that they are for certain they can get an offer to purchase \$50,000 per acre from Cardinal Capital Management, Veterans Housing Project.

Streckenbach added their interest to encourage entrepreneurs to practice in this region, to apply their business practices with strong hopes to create jobs here. He also emphasized maximizing the research with working with educational institutions.

Lamine concluded with the news that UWGB has approved the Engineering Program at their university, which is very helpful for this project. Maintaining some of the research within the community to support the existing manufactures is very important.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. Update regarding development of the Brown County Farm property – standing item.

Lamine shared he met with County Executive last week and had a couple discussions with Cardinal, regarding the continuation of the WHEDA Affordable Housing Tax Credit for Veterans Housing. It's not a guarantee, but they did meet with UWGB's chancellor last week to talk about the project. UWGB is identified as one of the 15 veteran friendly campuses of the nation. They did receive a letter of support from the chancellor to go with the application. Lamine also met with VA Clinic Administrator last week. Discussion went well, talked about the relationships of the project to the services that will be provided to veterans. They are hoping the Federal Government will provide a letter of support as well. The limit is five letters of support. They are moving forward, showing county collaboration, identifying the \$500,000 County approved, and identifying the \$5.3 million for development for this project, it should create employment opportunities. The deadline for the application is July 30.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. Budget Status Financial Report for May, 2013.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to suspend the rules, take 21, 22, and 23 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Lamine reported they are meeting target on all three of the divisions. Erickson asked about the Budget Report; under Planning Expenses "other", \$2500 budget, 25 year-to-date... used 100%, already... what is "other". Lamine explained that "other" is their membership, which was paid up with no additional expenditures expected.

Motion made by Supervisor Siber, seconded by Supervisor Landwehr to receive and place on file items 21, 22, and 23. Vote taken. MOTION CARRIED UNANIMOUSLY.

Property Listing *(Agenda item suspended and added to Item #21)*

22. Budget Status Financial Reports for May, 2013.

Zoning *(Agenda item suspended and added to Item #21)*

23. Budget Status Financial Reports for May, 2013.

Land Information – No Items.

Other

24. Audit of bills.

Motion made by Supervisor Siber, seconded by Supervisor Dantine to pay the bills. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

25. Such other matters as authorized by law. -None

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to adjourn at 7:58 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Blaire Xiong
Recording Secretary

III

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, June 10, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by Ron Antonneau at 11:31 am.

2) Roll Call:

Present: President Neil McKloskey
Commissioner Bryan Hyska
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek
Commissioner Ron Antonneau

Excused: Vice-President Craig Dickman
Commissioner Greg Flisram
Commissioner Bernie Erickson

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW
Bill Miston, WLUK-TV
Chris Bourassa, WLUK-TV
Tom Sieber, Brown County Board of Supervisors- District #1

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved.

4) Approval/Modification – May 13, 2013 Meeting Minutes

A motion to approve the minutes of May 13, 2013 was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved.

5) Department Reorganization – Request for Approval

The reorganization packet is recently completed and delivered in hand to the Harbor Commission. The Department name is proposed to be Brown County Port and Resource Recovery Department to better reflect business activities. The same information will be sent to Solid Waste Board next Monday (June

1a

17, 2013), PD & T that following Monday (June 24, 2013), and County Board (July 17, 2013). The Department has a successful track record. Dean Haen has served as Port Manager, Interim-Director and now Director, he noticed the department was being run well and missions were being accomplished, however there were also some things that could be improved upon in order to have a flexible workforce with cross training, improved teamwork and a breakdown of information silos. For example, the position of the Port Manager operated in a silo with total independence. That position oversaw business development, financials, project management, public relations and operations of the facility. If the position was vacant no one could have easily and effectively completed the necessary work. Going forward, the thought is to operate more as a team and have more people in the decision making process working on pieces of the job responsibilities (cross training). Port administrative duties are proposed to be split between the Director, Business Development Manager and Operations Manager. Along with the Director, the Business Development Manager (35%) will stay on top of legislative items, writing grants, maintaining relationships, research and conducting business development opportunities. The department will also need an Operations Manager (25%) to operate the Port's three disposal facilities (Bay Port, Renard, and Cat Island) and Bylsby Ave. For the Solid Waste side, the plan is to combine the Household Hazardous Waste Aides and Scale Operators to create a pool of people who would operate the Recycling Transfer Station, Household Hazardous facility, and the Solid Waste Transfer Station scale as Resource Recovery Associates. The department would identify one person as the lead for each of the areas. Along with these changes would be making the Clerk/Typist II position from part-time to full-time and bringing the Account Clerk I to an Account Clerk II level. The goal is to have the reorganization effective September 1, 2013.

A motion to approve the Department Reorganization was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.

6) 2013 Operation Plan – Request for Approval

Annually the department puts together an operating plan looking at the five-year vision, tracking the progress of meeting the strategic objectives, and putting together objectives for the next calendar year. The operating plan is based off the strategic plan and contains similar information as our annual report. The draft operating plan looks at the objectives accomplished or proposed to meet the four strategic plan goals; (1) Open new markets, (2) Sustainable Economics, (3) Expand Markets and Revenues, and (4) Autonomous and World Class Operations.

A motion to approve the 2013 Operation Plan was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.

7) Award of Excellence from American Great Lakes Ports Association – Update

The department submitted the public education campaign to AGLPA. This year the department received an award of excellence from the overall campaign (one of twenty-six awards presented in different categories). This is reflective of our overall outreach to the community.

8) Cat Island Chain Restoration Project - Update

New photos were taken both from the air and on the ground to capture the status of the project. To date, the department has spent just under 40% of the overall budget for all of the rock on this project. There are some modifications that the Port is going to take on like purchasing of material to build an off-loading facility in order to ensure that the County meets its cost-share on the project.

9) Renard Island Closure Project - Update

The money for costs has been identified by the US Army Corps of Engineers to close Renard Island. The bid is planned to be out in September with construction starting in November/December. The bid is to move 265,000 cubic yards of dredged material from Bay Port to Renard Island this winter as part of the final cover.

10) Director's Report - Update

The department is putting together a public relations RFP.

The Tall Ships proposal was brought to PMI with the Port offering \$1,000 and in-kind services for a sponsorship. No response has been received to-date.

The Port was notified that we will be receiving a grant for the Wisconsin Commercial Ports Master Plan through the Wisconsin Coastal Management Program.

The Great Lakes Governors adopted a resolution touting the importance of the Great Lakes shipping. In the past, they have taken a more environmental approach.

11) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Tom Klimek and seconded by Bryan Hyska. Unanimously approved.

12) May Tonnage Report – Request for Approval

Tonnage is up by 16%. The biggest changes are in limestone and salt, which are up. Lake Michigan has risen five to six inches, twice its normal rate, just in spring.

A motion to approve the May Tonnage Report was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.

13) Such Other Matters as Authorized by Law

None

14) Closed Session

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

A motion to go into closed session was made by Hank Wallace and seconded by Bryan Hyska. A roll call vote followed with the following Board members voting “aye”: Neil McKloskey, Ron Antonneau, Bryan Hyska, Hank Wallace, John Hanitz, and Tom Klimek. There were no “nay” votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the consideration of a sale of a portion of parcel 6-6 in the City of Green Bay.

A motion was made by Hank Wallace and seconded by Ron Antonneau to return to open session. A roll call followed with the following Board members voting “aye”: Neil McKloskey, Ron Antonneau, Bryan Hyska, Hank Wallace, John Hanitz, and Tom Klimek. There were no “nay” votes; the motion was passed.

The Board continued with agenda items in open session.

- 15) A motion to adjourn was made by Ron Antonneau and seconded by Hank Wallace.**
Unanimously approved. Meeting adjourned at 1:25 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Solid Waste Department

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, July 22, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

- 1) The meeting was officially called to order by Neil McKloskey at 11:00 am.
- 2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW

- 3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Craig Dickman and seconded by John Hanitz. Unanimously approved.

- 4) Approval/Modification – June 10, 2013 Meeting Minutes

A motion to approve the minutes of June 10, 2013 was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.

- 5) 2014 Budget – Request for Approval

Dean Haen reviewed the 2014 budget memo highlighting various Port budget items. Construction of the Cat Island wave barrier is expected to be completed this year transitioning into dredging the off-loading area and reconstruction of Lineville Road for 2014. The final closure of Renard Island is expected in 2014. The Departmental reorganization was highlighted. The budget packet also contains a Statement of Funds for the department's activities as well as an Income Statement with revenues and expenses detailing actual funds used last year and proposed for next year. The Brown County Executive and the Planning, Development, & Transportation Committee will see this proposed budget in August.

A motion to approve the 2014 Budget was made by Ron Antonneau and seconded by Craig Dickman. Unanimously approved.

6) Northeast Asphalt Property Sales Terms – Request for Approval

At the last Harbor Commission meeting the Commission had discussed in closed session the sale of seven acres of land at the Bayport facility to Northeast Asphalt. Northeast Asphalt's initial offer was not accepted by the Commission and Mr. Haen was to negotiate with Northeast Asphalt. Verbally agreed upon terms were \$10,000/ac, with an access easements and right of first refusal with Northeast Asphalt surveying the property and Brown County writing the legal description and easement along with filing the transaction. Commissioner Flisram asked whether a hold harmless clause, a Phase I environmental assessment or a deed restriction limiting construction of facility or excavation should be considered before the sale so that the Port is not liable for damages resulting from Northeast Asphalt's use of the property. The Commission directed Dean Haen to consult with Corporation Council to determine the need for a "Hold Harmless" clause in the sale.

A motion to approve the Northeast Asphalt Property Sales Terms depending on Corporation Council's opinion was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.

7) Strategic Public Communication Plan (RFP) – Request for Approval

The Department is requesting proposals from vendors for a Strategic Public Communication Plan for both the Port and the Solid Waste operations. After proposals have been received, a three person team will review them and select the winning bid to provide departmental outreach and education for the next three years. The County will reserve the right to terminate with 30 days notice for any reason.

A motion to approve the Strategic Communication Plan (RFP) was made by Bernie Erickson and seconded by Ron Antonneau. Unanimously approved.

8) Cat Island Chain Restoration Project - Update

Construction of the wave barrier is completed except for armoring the island legs. Ninety percent of the off-loading platform is constructed. Next year's work will include dredging the off-loading area and reconstruction of Lineville Rd. It does not appear that any bird species have been affected by the activity on the Cat Island wave barrier. The Cat Island Advisor Committee will be meeting soon to look at the management issues after the construction is finished. On September 12th, there will be a grand opening ceremony hosted by US Corp of Engineers. Dean Haen commented that during a flight into Green Bay it appeared that the Cat Island wave barrier was having a positive effect on near-shore vegetation.

9) Renard Island Causeway - Update

Remove of the causeway has been estimated by the Corps at \$260,000. Staff is working with the DNR and Corps to understand the conditions (if any) to permit the causeway as a permanent structure. There will be a meeting on August 12 with the Department, DNR, US Army Corps of Engineers, and other Stakeholders to discuss the status of the temporary causeway and any needed changes to make it permanent.

10) Renard Island Closure Project - Update

The Department has received the final approval letter from the State of Wisconsin Department of Natural Resources accepting Bay Port dredged materials as the engineered soil cover materials and other conditions to fulfill the closure requirements this winter by the Corps.

11) Renard Island Funding Study for Final Use by Bruce Baker – Update

The study by Bruce Baker has identified the future Natural Resource Damage (NRD) settlements that are coming, areas the NRD settlement dollars will go to, who is on the trustees that deal out the NRD funds, and how to reach out to them. This is a tool to use for going after some of the NRD funds as well as the GLRI grant funds for the end-use of the island.

12) Tallships Booth –Update

There will be a booth set up for the Port at the Tallships Festival. The Department has ordered can coolers to give away and will use existing temporary tattoos.

13) Director's Report – Update

The Department sponsored Summer in the Park on July 18 and the Farmers Market on Saturday July 20.

The Wisconsin Commercial Ports Association grant was received from the Wisconsin Coastal Management Program. Additional funding is expected from WEDC.

14) Audit of Bills – Request for Approval

A motion to approve the Audit of Bills was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.

15) June Tonnage Report – Request for Approval

Tonnage is up by 16%. The biggest changes are salt coming in and with U.S. Venture exporting ethanol/diesel/gas.

A motion to approve the June Tonnage Report was made by Hank Wallace and seconded by Craig Dickman. Unanimously approved.

16) Such Other Matters as Authorized by Law

None

17) Adjourn

A motion to adjourn was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved. Meeting adjourned at 12:34 pm.

1a

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Solid Waste Department

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 5, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	John Klasen	<u>X</u>
James Botz	<u>X</u>	Michael Malcheski	<u>X</u>
Paul Brewer	<u>X</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>Abs</u>
Steve Gander	<u>Abs</u>	Steve VandenAvond	<u>X</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Lisa J. Conard, Lee Novak from Robert E. Lee, Cole Runge, and Peter Schlein.

1. Approval of the minutes of the May 1, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by D. Juengst, to approve the minutes of the May 1, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Sewer service area (SSA) amendment proposing the addition of 53.7 acres to the Hobart SSA.

P. Schlein opened the public hearing and provided a PowerPoint presentation.

The area to be added is shown on the map. The area, if added to the SSA, is to become residential and commercial. The land is adjacent to Centennial Center in Hobart:



Lee Novak, representing the petitioner, stated he was available to answer questions.

P. Schleinz asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

3. **Public Hearing:** Sewer service area amendment proposing the addition of 17.3 acres to the Lawrence SSA.

P. Schleinz opened the public hearing and provided a PowerPoint presentation.

The area to be added is shown on the map:



P. Schleinz clarified that this property was west of US 41.

P. Schleinz asked three times if anyone wished to speak. Hearing none, the public hearing was closed.

4. Sewer service area amendment proposing the addition of 53.7 acres to the Hobart SSA. (SSA 2013-01 HOB)

P. Schleinz noted that Brown County Planning Commission staff recommends approval of the addition of 53.7 acres to the Hobart SSA, subject to the following conditions:

1. Implementation of proper erosion control and stormwater management best management practices at the time of development of the subject areas.

M. Malcheski asked if there was enough capacity.

P. Schleinz stated yes.

R. Woodward asked about the absence of a “swap”.

P. Schleinz reviewed the remaining acreage available for future amendments after credits and stated a swap was not needed.

Area	Acreage Available from Previous Amendment*	Credit for New Development since Previous Amendment	Acreage Used for Current Amendment	Credit for Existing ESAs in Current Amendment	Credit for Existing Development in Current Amendment	TOTAL REMAINING ACREAGE for Future Amendments
Area to be Added	47.3	43.1	-53.7	7.4	15.6	59.7
TOTAL ACRES	47.3	43.1	-53.7	7.4	15.6	59.7 acres

S. VandenAvond asked why, in general, the expansion of SSAs isn't more extensive.

P. Schleinz stated that the SSA prevents scattered growth.

S. VandenAvond asked where does the money come from (for improvements)?

P. Schleinz stated the developer and the municipality work out an agreement.

Examples were given.

J. Klasen stated that in the Town of Lawrence, the improvements are paid for by the town and as lots are sold, the developer reimburses the town. Sunsets of three to five years are in place in the event lots do not sell.

S. Grenier stated the City of Green Bay may have the developer pay for the improvements (under Wisconsin Act 32 and exempt from prevailing wage) and dedicate the facilities to the city. Other methods are used as well.

D. Juengst asked about erosion control and stormwater management oversight.

P. Schleinz stated the Village of Hobart has an ordinance and will review for compliance.

D. Robinson asked about the 7.4 acre ESA credit.

P. Schleinz stated the village will not be penalized with 7.4 acres as the area is not buildable.

A motion was made by R. DeGrand, seconded by J. Klasen, to approve the SSA amendment proposing the addition of 57.3 acres to the Hobart SSA. Motion carried unanimously.

5. Sewer service area amendment proposing the addition of 17.3 acres to the Lawrence SSA. (SSA 2013-02 LAW)

A motion was made by J. Klasen, seconded by A. Gauthier, to approve the SSA amendment proposing the addition of 17.3 acres to the Lawrence SSA. Motion carried unanimously.

6. Discussion and action concerning support for Green Bay Metro as the Designated Recipient for the Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area.

C. Runge stated that new federal transportation law Moving Ahead for Progress in the 21st Century (MAP-21) combined the Section 5310 and New Freedom Programs to create the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This new program is still designed to enhance mobility for seniors and people with disabilities, and the activities that were eligible for funds under the former Section 5310 and New Freedom continue to be eligible activities under the new program. However, WisDOT has decided that it will not administer the new 5310 Enhanced Mobility Program in the Green Bay Urbanized Area or in other urbanized areas in Wisconsin that exceed 200,000 people. This means that a local administration process must be developed by the MPO and local public transit operator (Green Bay Metro) to allow the funds associated with the new program to be distributed in the Green Bay area.

The first step in developing a locally-administered Section 5310 Enhanced Mobility Program is identifying a Designated Recipient that will act as the fiscal agent for the program. According to representatives of WisDOT and the Federal Transit Administration (FTA), the most appropriate Designated Recipient in the Green Bay area would be Green Bay Metro because of Metro's experience with similar federal funding programs. Metro's administrative staff agreed that this arrangement would be appropriate during a meeting with MPO staff, and the Green Bay Transit Commission approved the identification of Metro as the Section 5310 Enhanced Mobility Program's Designated Recipient in May.

After a Designated Recipient is identified and approved by the BCPC Board of Directors and Green Bay Transit Commission, the next step will be to develop a memorandum of understanding (MOU) between the BCPC and Metro that identifies each organization's administrative responsibilities for the program. This MOU will be presented to the BCPC Board of Directors and Green Bay Transit Commission after a draft is developed by staff.

MPO staff requests that the BCPC support Metro as the Designated Recipient for the Green Bay Urbanized Area's Section 5310 Program.

S. VandenAvond asked what other programs Green Bay Metro manages that are similar to Section 5310.

C. Runge stated that Metro staff manages operating and capital programs that require similar responsibilities as Section 5310.

S. VandenAvond asked if there was an alternative to Metro becoming the Designated Recipient.

C. Runge stated that the Designated Recipient could be another agency or the MPO. However, the Designated Recipient must establish an account in which to pay the awards to the approved program applicants. This would require a considerable amount of work. Metro already has many of the needed resources in place.

D. Robinson asked if Red Cross, an annual applicant, would apply to Green Bay Metro for the funds instead of WisDOT.

C. Runge stated that entity to which applicants apply would be outlined in the Memorandum of Understanding (MOU) between the Brown County Planning Commission (MPO) and Green Bay Metro. Establishing the MOU is the next step in the program development process.

D. Robinson asked if Green Bay Metro will receive funding to administer the program if established as the Designated Recipient.

C. Runge stated that Metro is entitled to 10% of the allocation to cover administrative costs. C. Runge stated that it is projected that the urbanized area will receive \$155,000 per year over the next two years for the program.

D. Juengst asked if Metro could apply for the funds and if it was fair that they would be administering the program and be a program applicant.

C. Runge stated that Metro would be eligible. He also stated that the recipient coordination and management plan that is being developed for the program will recommend that financial awards be approved by an entity that cannot apply for the funds. An example of an entity that cannot apply for the funds is BCPC, so it would make sense for the BCPC Board of Directors to approve the program's financial awards.

C. Runge stated that the MOU and recipient coordination and management plan will be brought to the commission for approval in the near future.

D. Juengst asked about Green Bay Metro's paratransit program and the contracted service area that was implemented several years ago. Could the area be expanded under 5310?

C. Runge stated that around 2005, Metro reduced its paratransit boundary from the municipal boundary of participating municipalities to $\frac{3}{4}$ of a mile from each fixed bus route, which is the minimum allowed by the Americans with Disabilities Act (ADA). It is not likely that the area could be restored.

C. Runge stated that both capital and operating expenses are eligible for 5310 program funds.

S. Grenier asked how the \$155,000 was determined.

C. Runge stated that he does not know how the funds were assigned to large urbanized areas under this program, but WisDOT typically uses a formula that would allow all the TMAs to receive their shares based on criteria such as population. In the past, urban area entities would need to compete on a statewide basis, with no guarantees. Now, as a TMA (an area over 200,000 population) the urban area is given a set amount each year.

C. Runge asked Lisa Conard to compare the \$155,000 annual direct allocation with past awards.

L. Conard stated Red Cross has typically asked for one to three vehicles per year. The average vehicle would draw \$40,000 from the program. The direct allocation of \$155,000 would exceed the amount typically applied for by entities in the urban area.

A motion was made by S. Grenier, seconded by R. DeGrand, to support Green Bay Metro as the Designated Recipient for the Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay Urbanized Area. Motion carried.

7. Recognition of Appreciation Award received by Lisa J. Conard from Green Bay Metro.

C. Runge informed the commission that staff member Lisa Conard received an appreciation award from Green Bay Metro. He also commended L. Conard for the work she has done for Metro for more than 24 years.

A motion was made by D. Robinson, seconded by B. Erickson, to receive and place on file. Motion carried.

8. Brown County Planning Commission staff updates on work activities during the month of May 2013.

A motion was made by B. Erickson, seconded by R. Tauscher, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of May 2013. Motion carried.

9. Other matters.

N. Dantine stated that the July meeting of the BCPC Board of Directors is cancelled unless pressing issues arise.

10. Adjourn.

A motion was made by A. Gauthier, seconded by P. Hilgenberg, to adjourn. Motion carried. The meeting adjourned at 7:04 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 5, 2013**

May 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of May 1.
- Continued to research, author, and analyze background materials for the Brown County Research and Technology Park feasibility report.
- Researched the recently announced WHEDA Veterans High Impact Program which has \$600,000 in housing tax credits for applicability to the Cardinal Capital's veterans' housing project.
- Attended a De Pere City Council meeting to discuss the next steps in the Southern Bridge and arterial EIS development process.
- Attended the Advance Municipal Issues meeting on May 2 and discussed the Planning Department's intent to develop a web based application to assist businesses in finding information regarding Brown County community business and industrial park information.
- Attended the meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board the evening of May 29.
- Conducted staff meetings.
- Attended the Planning, Development and Transportation Committee meeting to present a resolution for creation of the Bay-Lake Regional Economic Development Revolving Loan Program the evening of May 20.
- Attended and presented at the annual Brown County Department of Public Works – Highway towns meeting the evening of May 20.
- Attended the National American Planning Association conference in Chicago, Illinois held April 13 through April 17.
- Attended the Airport Development Committee meeting on May 9.
- Met with staff and legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan.
- Coordinated with legal counsel for the collection of \$100,000 as settlement with Ashwaubenon Creek, LLC for a Brown County economic development RLF loan.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on May 14.
- Met with Library staff to discuss GIS market data for the library system and other planning efforts.
- Prepared financial information for submittal of a Brown County Capital Improvements Plan item for development of the Brown County Research and Technology Business Park at the Brown County Farm property.
- Attended and served as a Brown County representative advisor for the City of Green Bay Downtown Plan committee the evening of May 16.
- Attended the Brown County Executive Committee meeting the evening of May 6 regarding the vacant Survey Crew Chief position.
- Met with Airport and Planning staff twice to discuss strategy and data and mapping needs for economic development activity on Airport property.

- Assisted with coordination efforts for contracting with GIS volunteer for survey record system update.
- Met with Brown County Information Services staff to discuss fiber optics project for the Brown County Research and Technology Business Park.
- Coordinated with Brown County Human Resources staff regarding vacant Secretary III position.
- Coordinated with Brown County information Services for several work projects that were not completed satisfactorily.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Participated in an MPO Directors quarterly meeting in Madison.
- Made revisions to the Purpose and Need, Coordination Plan, and Impact Assessment Methodology elements of the Environmental Impact Statement (EIS).
- Facilitated an EIS Lead Agencies meeting with representatives of the BCPC, WisDOT, and Federal Highway Administration (FHWA).
- Reviewed traffic model outputs from WisDOT for the Interstate Access Justification Report (IAJR).
- Developed an EIS chronology that summarizes major events and meetings during the EIS development process.
- Developed a PowerPoint presentation for an EIS update to the De Pere City Council. Also presented the update to the council and answered questions.
- Presented an EIS update to the Howard, Hobart, Ashwaubenon, Lawrence, and Oneida (HHALO) organization and answered questions from the meeting participants.
- Identified and collected data for the MPO's transportation system performance measures.
- Participated in a meeting of the Green Bay Metro Transit Development Plan (TDP) workgroup.
- Met with Green Bay Metro administrative staff and the County Transportation Planner I to discuss administrative arrangements for the federal Section 5310 Enhanced Mobility Program.
- Developed a staff report to the Green Bay Transit Commission concerning the identification of a Designated Recipient (DR) for the federal Section 5310 Enhanced Mobility Program. Also presented the report to the Transit Commission and answered questions.
- Developed a staff report to the BCPC Board of Directors concerning the identification of a Designated Recipient (DR) for the federal Section 5310 Enhanced Mobility Program.
- Developed a draft of the Recipient Coordination and Management Plan for the Section 5310 Enhanced Mobility Program that must be completed and submitted to the Federal Transit Administration (FTA).
- Reviewed population and household control totals for the Northeast Region Travel Demand Model and sent comments about them to WisDOT and WisDOT's consulting firm for the project.
- Prepared for and participated in a meeting with BCPC staff about the Brown County Research and Technology Park. Also developed additional cost estimates for the park's transportation and other infrastructure.
- Revised MPO staff's proposed modifications to the urbanized area's functional classification system and submitted the proposed modifications to WisDOT's Northeast Region Office to forward to WisDOT's Central Office for review.

- Prepared information for the MPO's mid-year meeting with WisDOT and FHWA. Also presented the information during the meeting and answered questions from the WisDOT and FHWA representatives.
- Developed the agenda for the June meeting of the Brown County Transportation Coordinating Committee (TCC).

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Continued to coordinate with the Wisconsin Department of Administration (WDOA) and the Northeastern Region counties regarding the CDBG-Housing program.
- Coordinated with the Corporation Counsel's Office to complete a draft cooperative agreement for the Northeastern CDBG-Housing Region counties.
- Gave a presentation on the CDBG-Housing program to the Allouez Economic Development Committee on May 3.
- Continued to add potential CDBG-Housing applicants to the program waiting list.
- Met on site at the Suamico groundwater monitoring well with USGS staff to review monitoring procedures on May 3.
- Completed a draft of the demographic, economic, and housing data for Chapter 1 – Issues and Opportunities of the Suamico Comprehensive Plan Update.
- Completed and submitted a CDBG-PF grant application to the Wisconsin Economic Development Corporation on behalf of the Town of Holland for a new community center.
- Attended the 2013 National Brownfields Conference in Atlanta May 14-17 through the EPA Brownfields Assessment Grant.
- Prepared and received a six-month extension to the U.S. EPA Brownfield Grant to complete assessment at the former Engine Core building in Howard.
- Prepared a proposal to the Town of Rockland for an update to their comprehensive plan.
- Attended and presented at the Town of Eaton Planning Commission on the evening of May 7 regarding the Working Lands Initiative zoning requirements.
- Met with Brown County Information Services on May 10 to discuss fiber optic plans around the County Farm property.
- Attended and presented the BCPC local assistance program at the Brown County Towns meeting at the Brown County Public Works Department on the evening of May 20.
- Worked with Brown County Property Listing, Zoning, and a private surveying company to assist a property owner in Green Bay with a floodplain issue.
- Participated in a conference call with Village of Allouez staff regarding the next steps for their comprehensive plan update on May 22.
- Participated in a WHEDA tax credit workshop at Neighborworks Green Bay on May 23.
- Worked with UW-Extension to advertise a planning commissioner training opportunity set for May 30.
- Met with the Eaton Town Chairman to discuss the Working Lands Initiative and other planning/zoning issues on May 24.
- Printed two Town of Rockland Zoning maps for the Town.
- Printed two aerial photos of the Pulaski Disc Golf Course for the Village.
- Assisted 50 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during May.
- Assisted the Village of Pulaski with a sign ordinance issue.
- Prepared a sample Institutional Zoning district for the Town of Holland.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 11 new certified survey maps (CSMs). Completed review of 9 CSMs.
- Completed review of two subdivision plat pre-submittal consultations, one preliminary subdivision plat, and three final subdivision plats.
- Completed review of two CSM reviews for the cities of Green Bay and De Pere.
- Responded to three public Water Quality Letter requests.
- Began or completed five environmentally sensitive area (ESA) amendments.
- Began or completed two sewer service area (SSA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Ledgeview, Town of Scott, Village of Ashwaubenon, Village of Bellevue, Village of Howard, and City of Green Bay among other smaller projects.
- A Village of Suamico ESA plan correction to update steep slope setback lines in order to allow residential development on Lot 7 of the Wynding Ridge subdivision. The plan correction was reviewed by BCPC staff on April 23 (after the April staff activities report was written).
- A Village of Suamico ESA plan correction to update navigable waterway, wetland, and steep slope setback lines in order to allow residential development on Lot 29 of the Bay Port Heights subdivision. The plan correction was reviewed by BCPC staff on April 23 (after the April staff activities report was written).
- A Village of Ashwaubenon ESA amendment to allow fill to be placed within a steep slope in exchange for mitigated wetland within outlot 2 of the proposed Woods Edge subdivision. The placement of fill was suggested by the WDNR in order to preserve an area of wetland. Confirmation of water quality was overseen by the WDNR, while the establishment of any mitigated wetland was overseen by BCPC staff. The ESA amendment was reviewed by BCPC staff on April 26 (after the April staff activities report was written).
- A Village of Suamico ESA plan correction to update wetland setback lines in order to allow residential development on Lot 1 of the Cedar View Estates subdivision. The plan correction was reviewed by BCPC staff on May 17.
- A Village of Hobart SSA amendment to add 53.7 acres to the SSA for residential and commercial development near Centennial Centre. The SSA amendment will be reviewed by the BCPC Board of Directors on June 5.
- A Village of Hobart SSA amendment to add 17.3 acres to the SSA for residential development near Hemlock Creek Elementary School. The SSA amendment will be reviewed by the BCPC Board of Directors on June 5.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- Continued the organization and development of an update to the SSA portion of the Brown County Sewage Plan. This is a major project and a significant amount of work is underway as a specific amount of grant funding must be spent during the remainder of calendar year 2013.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions

pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued preparing the *2014-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Researched various program details/changes as a result of the new transportation law, MAP-21.
- Finalized *Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared and submitted final amendment materials to FHWA, FTA, and WisDOT.
- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
- Began data collection for the May edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes will be evaluated.
- Reviewed WisDOT staff comments regarding the functional classification for Brown County.
- Assisted the Principal Planner in collecting data for the Environmental Impact Statement document.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Completed the Position Description Questionnaire (PDQ) for the Planner I position at the request of the Human Resources Department. This will be included in the county's Wage Comparability Study.
- Viewed Webinar entitled *Making the most of the Transportation Alternatives Program*.
- Attended the WisDOT NE Region Local Transportation Funding Symposium on May 1.
- Attended a portion of the Green Bay MPO mid-year meeting with FHWA and WisDOT staff to discuss the TIP Amendment process.
- Participated in the Green Bay Transit Commission meeting on May 15.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of May 1. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued looking into the feasibility and cost of flying aerials in 2014.
- Purchased 3-seat license of Esri's Community Analyst subscription to be shared with Advance.
- Attended and presented at a meeting with the Planning, Development and Transportation Committee and the local towns.
- Attended and presented at the WLIA conference in Wausau and the GIPAW conference in La Crosse.
- Produced mailing maps for pending conventional private onsite wastewater treatment systems for Zoning Department.
- Assisted with hiring intern.
- Assisted with hiring survey contractor.
- Built more scripts on the GIS server to ensure the services are running 24/7.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Continued discussions with the state Land Information Officers Network (LION) regarding legislative proposals.

- Continued working with Information Services and the software vendors on various computer issues.
- Continued to assist with the Business Park web mapping system.
- Produced large prints for the District Attorney.
- Provided GIS data and other services to Omni Engineering, GEI Consultants, REL & Associates, CoreLogic, CityWatch, many of the local municipalities, and others.
- Continued training the GIS Technician.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Completed the Personnel Description Questionnaire.
- Began MPO Performance Measure reports for:
 - Bridges, Interchanges and Overpasses
 - Gathered data to examine each project during the planning and design phases to ensure that appropriate bicycle and pedestrian facilities are included.
 - Joined state data to the bridge points created by Brown County Public Works Department staff for further analysis.
 - Began writing the final report.
 - Condition of Transportation Infrastructure
 - Gathered data to analyze the condition of all functionally classified roads in the Urbanized Area that had a PASER rating of less than or equal to 4.
 - Organized and overlaid data to identify specific areas for analysis.
 - Began creating maps and a final report on the findings.
- Completed the selection, interviewing, and hiring of our summer planning intern.
- Updated the Green Bay Metro Route Guide in coordination with Green Bay Metro staff.
- Updated the Packer Game Day Route brochures in coordination with Green Bay Metro staff.
- Updated various web pages for the Planning Department as needed.
- Assisted in updating the TIP document with the Transportation Planner I.
- Created new maps for requested Environmental Impact Statement revisions.
- Assigned addresses as requested.
- Participated in the regular staff meetings held every other Thursday morning.
- Participated in a GIS staff meeting on May 7.
- Met with Airport staff to discuss development of airport property on May 7.
- Conducted interviews for summer intern position on May 20 and May 21.
- Attended a webinar with MPO staff on May 22.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with Airport staff to determine GIS needs for Airport economic development sites.
- Met with Library staff to help determine Library GIS needs and ways to expand services and increase use.
- Worked with Zoning Department staff to assess mobile GIS application needs.
- Created Neshota Park public display maps for the Assistant Park Director to use at Friend of the Park public meeting.

- Assisted Brown County Risk Manager with floodplain mapping for Brown County Golf Course.
- Assisted District Attorney's Office with maps for criminal trial.
- Created membership and site location maps for the YMCA.
- Continued to assist with the Business Park web mapping system.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within County GIS enterprise system.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

MINUTES
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, April 10, 2013
Northern Building
305 E. Walnut Street, Conference Room 201
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller	<u>X</u>	Chuck Riley	<u>X</u>
Robert Patrickus	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Lynn VandenLangenberg	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, and Lisa Harmann.

R. Van Straten called the meeting to order at 1:33 p.m.

ORDER OF BUSINESS:

1. Approval of the minutes of the February 12, 2013, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by B. Miller, seconded by C. Riley, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by R. Patrickus, seconded by B. Miller, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of conferring with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC. d.b.a. the SC Grand. Motion carried unanimously.

A motion was made by B. Miller, seconded by C. Riley, to return to open session. Motion carried unanimously.

3. Adjourn.

A motion was made by R. Patrickus, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 2:45 p.m.

Brown County
Register of Deeds
Budget Status Report

7/31/2013

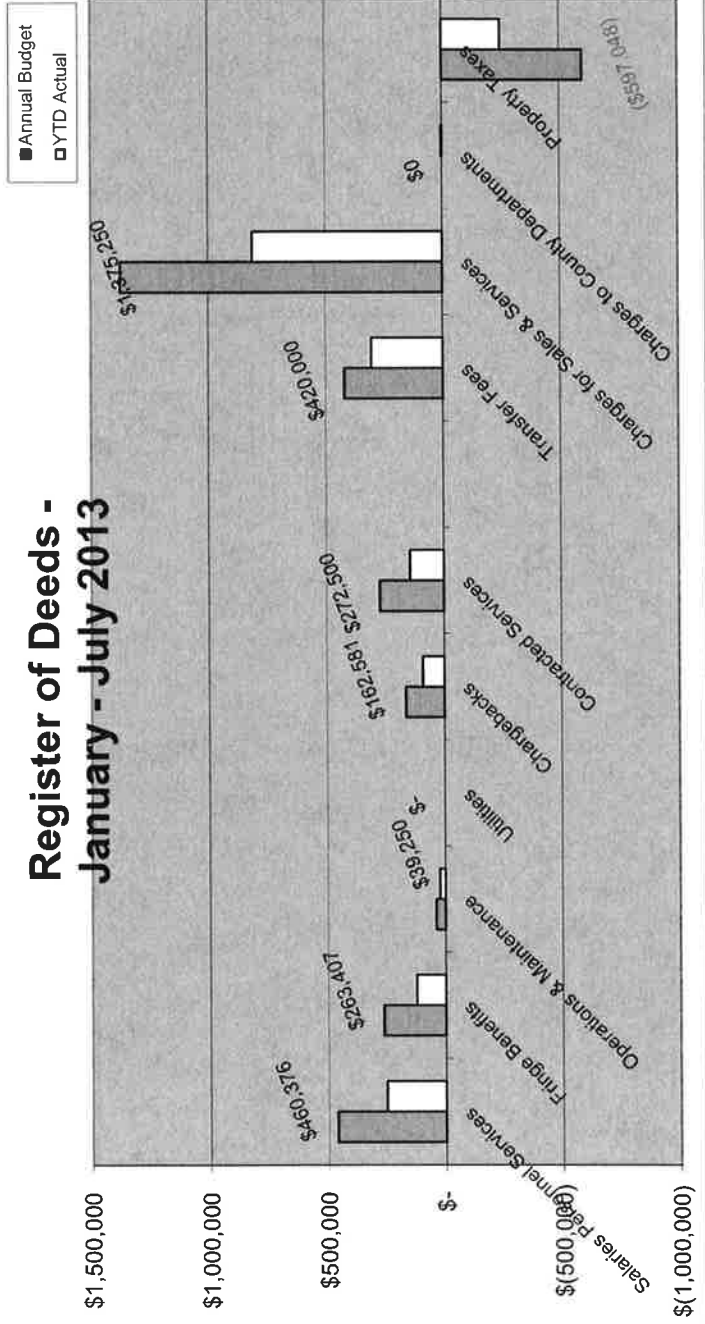
	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 460,376	\$ 250,916
Fringe Benefits	\$ 263,407	\$ 122,656
Operations & Maintenance	\$ 39,250	\$ 23,119
Utilities	\$ -	
Chargebacks	\$ 162,581	\$ 91,475
Contracted Services	\$ 272,500	\$ 143,003
Transfer Fees	\$ 420,000	\$ 303,787
Charges for Sales & Services	\$ 1,375,250	\$ 809,393
Charges to County Departments	\$ 0	\$ 2,350
Property Taxes	(\$597,048)	(\$248,770)

HIGHLIGHTS:

Cost categories are within budget.

Revenue received in excess of expenses is returned to the General Fund. The revenue is dependent on the housing market, which has seen a steady increase since 3rd quarter 2012. Transfer fees currently higher than projected. YTD fees higher than prior year YTD.

**Register of Deeds -
January - July 2013**



PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

CHUCK LAMINE, AICP

PLANNING DIRECTOR

MEMORANDUM

DATE: August 20, 2013
TO: Planning, Development & Transportation Committee
FROM: Chuck Lamine, Planning Director *Chuck Lamine*
RE: Brown County Research and Business Park Feasibility Study

Please find enclosed a draft of the Brown County Research and Business Park Feasibility Study which is on the August 26 meeting agenda of the Planning, Development & Transportation Committee. The study is also available on the Brown County website at www.co.brown.wi.us/planning. Click on Economic Development on the left side of the screen and scroll down to Draft Brown County Research and Business Park Feasibility Study.

We are excited about this economic development opportunity for the vacant Brown County Farm property and look forward to the collaborative effort to make this project a success. If you have any questions or would like to discuss this in advance of the meeting, please feel free to contact me directly at (920) 448-6480.

CL:lw

Enclosure

cc: Troy Streckenbach, Brown County Executive
Patrick Moynihan Jr., Brown County Board Chairman



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250.066.069.5716.100	Revolving Loan-Legal Services Chargebacks	\$5,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	250.3300.200	Revolving Loan-Fund Balance	\$5,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

CB 8/12/13

Narrative Justification:

This amount is to cover legal fees to pursue collections on past due Revolving Loan Fund loans. This is an eligible administrative expense and is covered by program income associated with Revolving Loan Fund loan repayments and is not levy dollars.


 Signature of Department Head

Department: Planning and Land Services

Date: 8/12/13

AUTHORIZATIONS


 Signature of Executive
 Date: 8/13/13

Brown County
Planning
Budget Status Report

6/30/2013

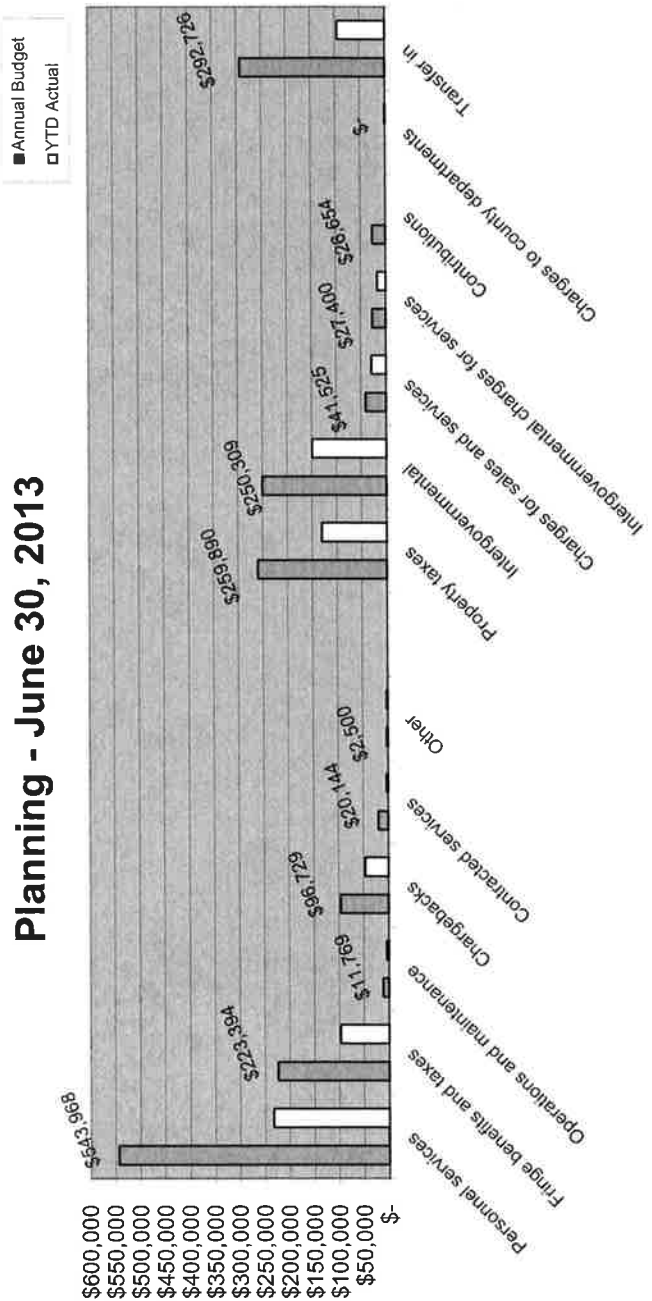
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 232,601	42.76%
Fringe benefits and taxes	\$ 223,394	\$ 97,084	43.46%
Operations and maintenance	\$ 11,769	\$ 4,715	40.06%
Chargebacks	\$ 96,729	\$ 46,700	48.28%
Contracted services	\$ 20,144	\$ 3,335	16.56%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 129,945	50.00%
Intergovernmental	\$ 250,309	\$ 149,252	59.63%
Charges for sales and services	\$ 41,525	\$ 28,994	69.82%
Intergovernmental charges for services	\$ 27,400	\$ 16,644	60.74%
Contributions	\$ 26,654	\$ -	0.00%
Charges to county departments	\$ -	\$ 160	NA
Transfer in	\$ 292,726	\$ 95,016	32.46%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - June 30, 2013



Brown County
Planning
Budget Status Report

7/31/2013

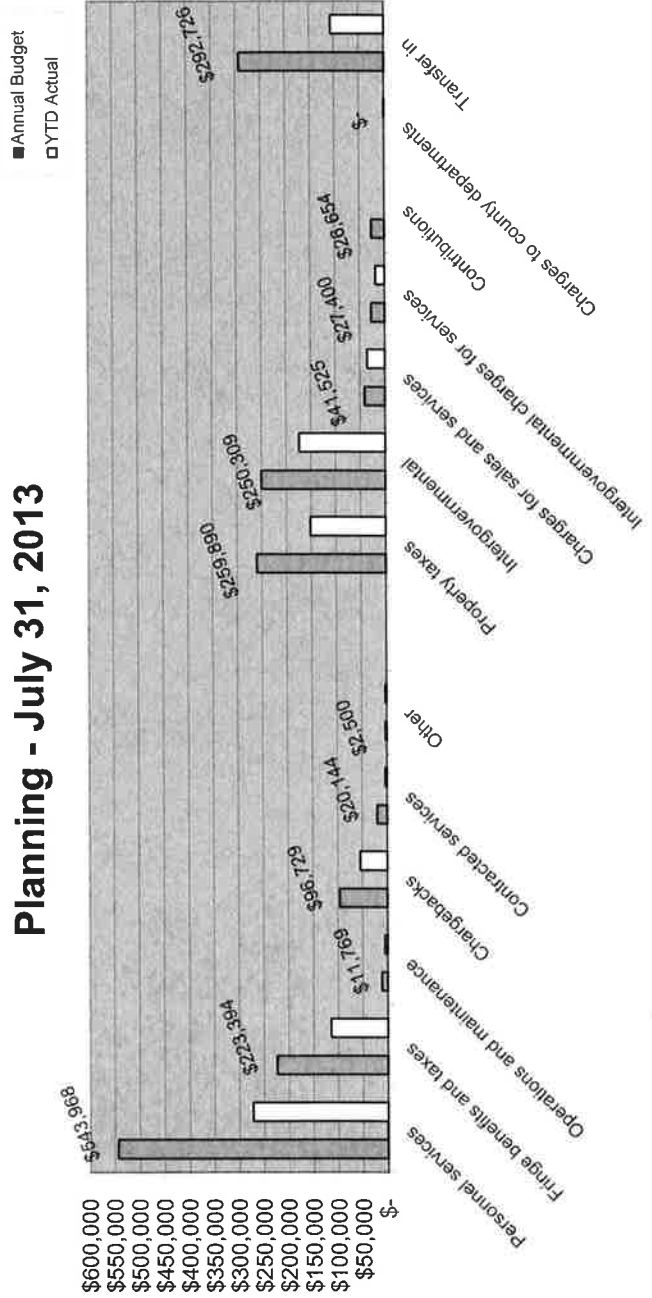
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 272,094	50.02%
Fringe benefits and taxes	\$ 223,394	\$ 114,516	51.26%
Operations and maintenance	\$ 11,769	\$ 5,202	44.20%
Chargebacks	\$ 96,729	\$ 54,554	56.40%
Contracted services	\$ 20,144	\$ 3,335	16.56%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 151,603	58.33%
Intergovernmental	\$ 250,309	\$ 173,847	69.45%
Charges for sales and services	\$ 41,525	\$ 35,603	85.74%
Intergovernmental charges for services	\$ 27,400	\$ 17,971	65.59%
Contributions	\$ 26,654	\$ -	0.00%
Charges to county departments	\$ -	\$ 260	NA
Transfer in	\$ 292,726	\$ 107,072	36.58%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - July 31, 2013



Brown County
Property Listing
Budget Status Report

6/30/2013

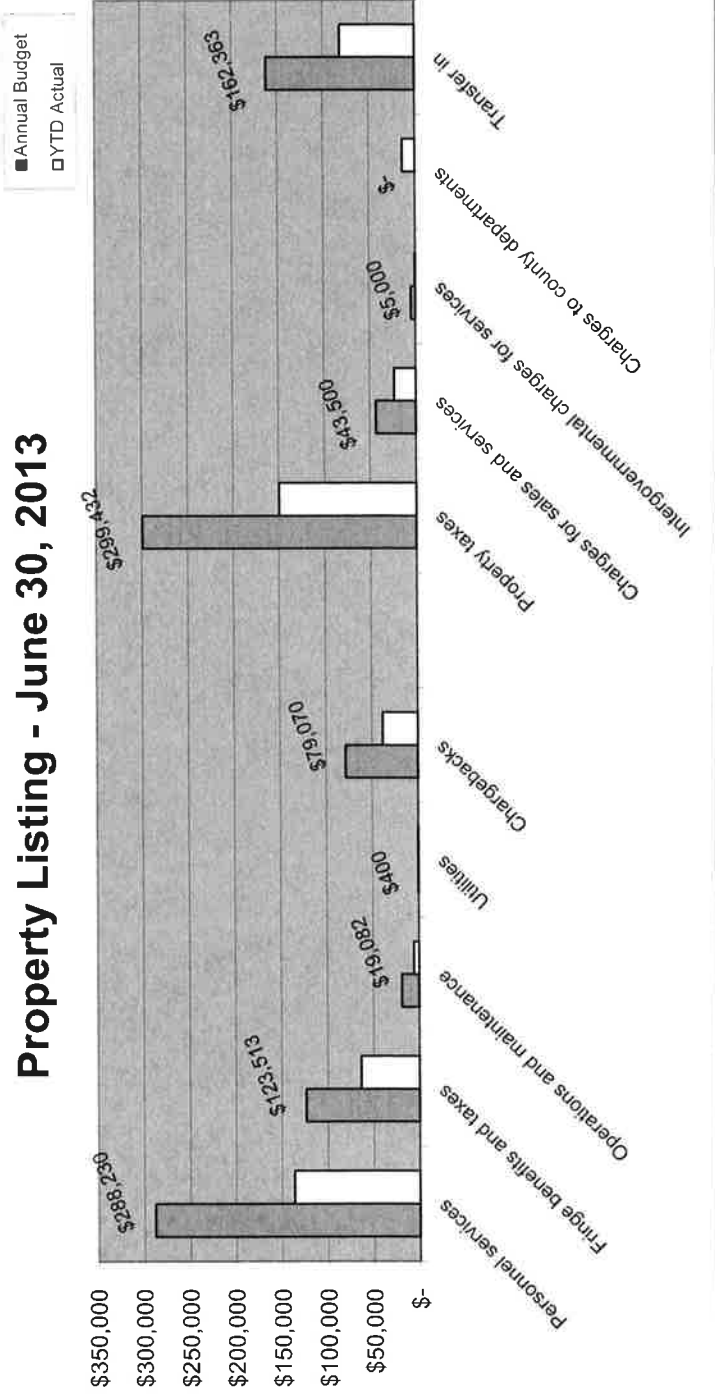
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 136,574	47.38%
Fringe benefits and taxes	\$ 123,513	\$ 63,738	51.60%
Operations and maintenance	\$ 19,082	\$ 5,680	29.77%
Utilities	\$ 400	\$ 89	22.25%
Chargebacks	\$ 79,070	\$ 38,252	48.38%
Property taxes	\$ 299,432	\$ 149,716	50.00%
Charges for sales and services	\$ 43,500	\$ 23,791	54.69%
Intergovernmental charges for services	\$ 5,000	\$ 700	14.00%
Charges to county departments	\$ -	\$ 13,632	NA
Transfer in	\$ 162,363	\$ 81,181	50.00%

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - June 30, 2013



Brown County
Property Listing
Budget Status Report
7/31/2013

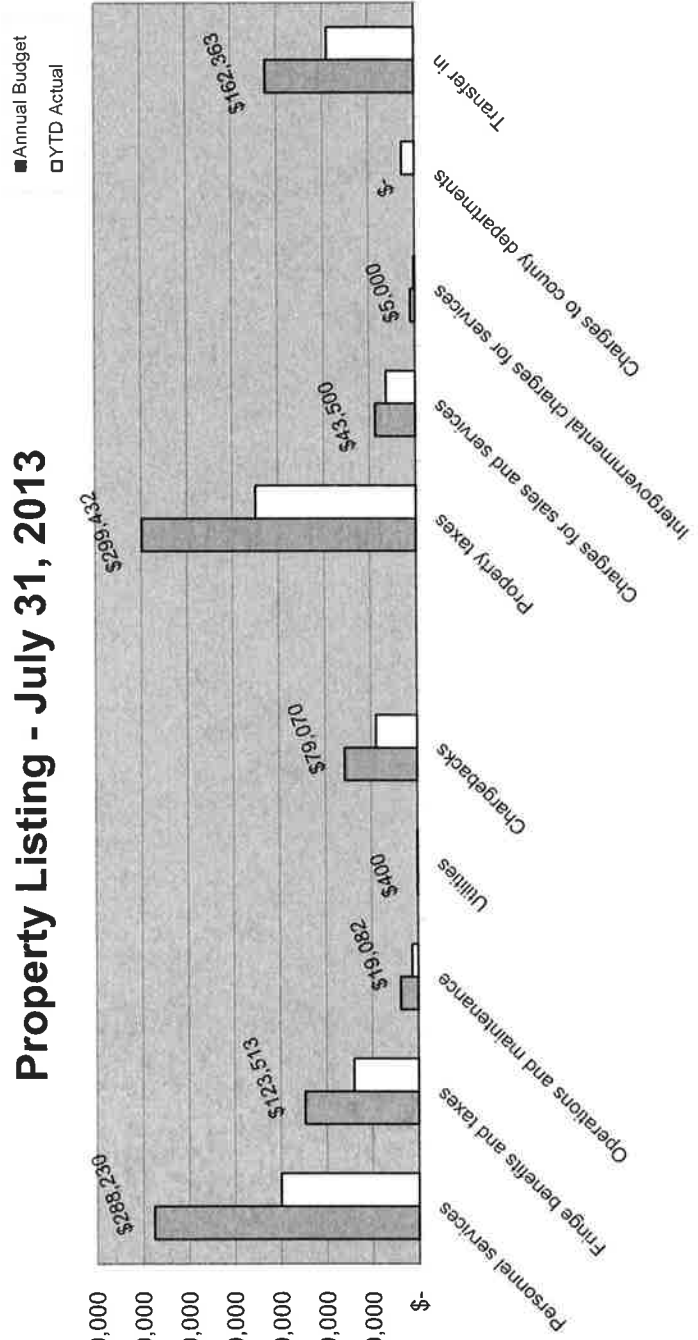
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 149,958	52.03%
Fringe benefits and taxes	\$ 123,513	\$ 70,412	57.01%
Operations and maintenance	\$ 19,082	\$ 6,261	32.81%
Utilities	\$ 400	\$ 105	26.25%
Chargebacks	\$ 79,070	\$ 44,586	56.39%
Property taxes	\$ 299,432	\$ 174,668	58.33%
Charges for sales and services	\$ 43,500	\$ 31,820	73.15%
Intergovernmental charges for services	\$ 5,000	\$ 1,050	21.00%
Charges to county departments	\$ -	\$ 13,632	NA
Transfer in	\$ 162,363	\$ 94,712	58.33%

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - July 31, 2013



Brown County
Zoning
Budget Status Report
6/30/2013

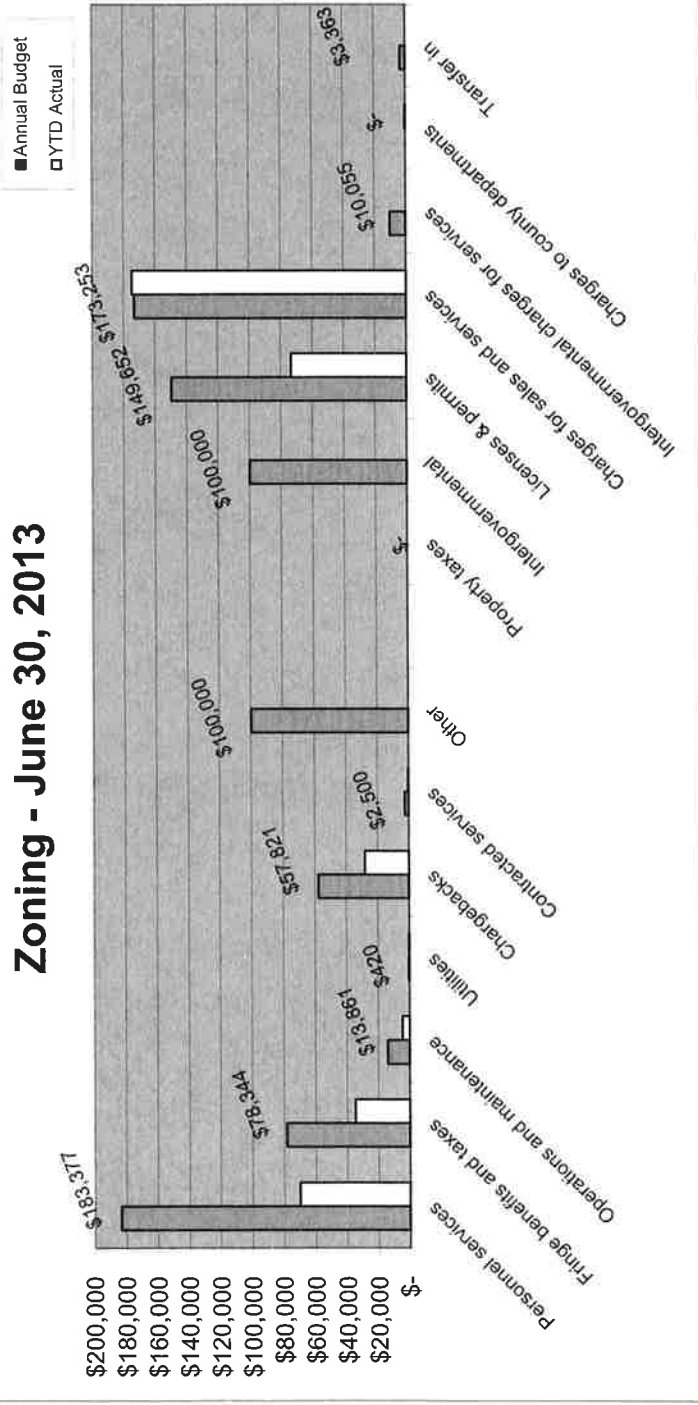
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 69,957	38.15%
Fringe benefits and taxes	\$ 78,344	\$ 34,882	44.52%
Operations and maintenance	\$ 13,861	\$ 4,599	33.18%
Utilities	\$ 420	\$ 46	10.95%
Chargebacks	\$ 57,821	\$ 27,997	48.42%
Contracted services	\$ 2,500	\$ 516	20.64%
Other	\$ 100,000	\$ -	0.00%
Property taxes	\$ -	\$ -	N/A
Intergovernmental	\$ 100,000	\$ -	0.00%
Licenses & permits	\$ 149,652	\$ 73,406	49.05%
Charges for sales and services	\$ 173,253	\$ 174,609	100.78%
Intergovernmental charges for services	\$ 10,055	\$ -	0.00%
Charges to county departments	\$ -	\$ 500	NA
Transfer in	\$ 3,363	\$ -	0.00%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - June 30, 2013



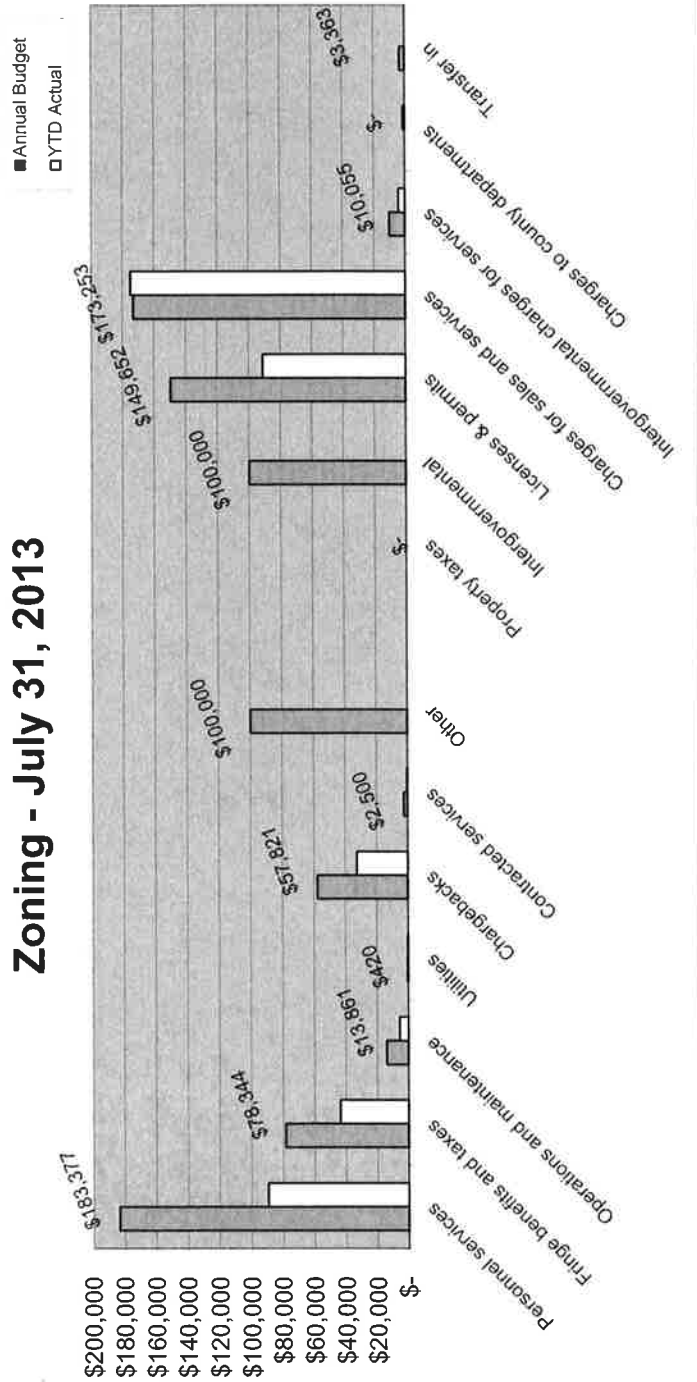
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 89,412	48.76%
Fringe benefits and taxes	\$ 78,344	\$ 43,716	55.80%
Operations and maintenance	\$ 13,861	\$ 5,523	39.85%
Utilities	\$ 420	\$ 55	13.10%
Chargebacks	\$ 57,821	\$ 32,617	56.41%
Contracted services	\$ 2,500	\$ 516	20.64%
Other	\$ 100,000	\$ -	0.00%
Property taxes	\$ -	\$ -	N/A
Intergovernmental	\$ 100,000	\$ -	0.00%
Licenses & permits	\$ 149,652	\$ 91,176	60.93%
Charges for sales and services	\$ 173,253	\$ 174,837	100.91%
Intergovernmental charges for services	\$ 10,055	\$ 4,039	40.17%
Charges to county departments	\$ -	\$ 1,250	NA
Transfer in	\$ 3,363	\$ -	0.00%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - July 31, 2013



PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

**PLANNING, DEVELOPMENT & TRANSPORTATION
COMMITTEE MEETING**

AUGUST 26, 2013

***PUBLIC WORKS DEPARTMENT
AGENDA ITEMS***

1. Summary of Operations.
2. Director's Report.

BROWN COUNTY PUBLIC WORKS DEPARTMENT

Management Discussion and Analysis of Operations
Period Ended 7/31/2013

Summary of the Operations for Public Works

The Public Works Department is performing better than anticipated with positive variances in most areas.

HIGHWAY

660 Fund:

For July 2013 we are reflecting a positive variance from budget of \$151,651 and an estimated positive year-to-date variance of \$562,433.

For July 2013, "Intergovernmental Revenues" had a negative variance of \$39,856; but a year-to-date positive variance of \$937,353. This positive variance is primarily attributed to the long and heavy winter season we had at the beginning of this year.

"Miscellaneous Revenue" has a positive variance for the month of July of \$1,060,093 which is primarily due to Capital Projects. The activity on our Capital Projects is now in full swing so we expect a positive variance over the next few months and we expect the year-to-date variance to improve as the construction season continues. The year-to-date negative variance in "Miscellaneous Revenue" improved from (\$3,495,550) to (\$2,437,176).

The increase in the above "Miscellaneous Revenue" is offset by a corresponding increase in operating expenses and interdepartmental charges.

240 Fund:

When comparing budget-to-actual results, we planned on using \$611K of reserve funds for year 2013 compared to the estimated actual usage of reserve funds of \$567K which is an improvement from last month. Total county maintenance budget spent to date is 70.22% due to the longer than anticipated winter season; the Public Works Department is doing better than budgeted in the other maintenance categories and has come in under budget in Surface Maintenance, Trash Pickup, and Traffic Signal Maintenance. This is reflected in the current month positive variance of \$58,267 in County Highway Maintenance. The remaining budget appears to be adequate for the remainder of 2013.

400s-Capital Projects:

For the Highway's Capital Project Funds we are anticipating a fund increase of \$1,124,751, which is primarily attributable to the savings from the projects completed in 2012. Public Works intends to apply \$944K of the savings to future projects to lesson future levy and bonding requirements.

Attached are the July 2013 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find a Financial Summary for Road Maintenance through July 31, 2013, which is included in the aforementioned summary.

**BROWN COUNTY PUBLIC WORKS DEPARTMENT
HIGHWAY FINANCIAL SUMMARY
Month Ending July 31, 2013**

660 Fund

	July 2013 Budget	July 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	251,507	211,651	(39,856)	1,825,754	2,763,108	937,353	3,400,000	2,763,108	81%
Public Charges	2,589	6,084	3,495	18,794	35,133	16,339	35,000	35,133	100%
Miscellaneous Revenue	1,462,090	2,522,183	1,060,093	10,234,630	7,797,455	(2,437,176)	17,545,074	7,797,455	44%
Other Financing Sources-Trans	50,917	50,917	(0)	355,419	356,417	(2)	611,000	356,417	58%
Total Revenues	1,767,103	2,790,834	1,023,731	12,435,597	10,952,112	(1,483,485)	21,591,074	10,952,112	51%
Personnel Cost	554,782	475,509	(79,273)	3,883,472	3,849,322	(34,150)	6,657,380	3,849,322	58%
Operating Expenses	1,214,861	2,133,828	918,967	8,504,028	6,477,955	(2,026,073)	14,578,333	6,477,955	44%
Interdepartmental Charges	29,613	29,846	233	207,294	221,599	14,305	355,361	221,599	62%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenses	1,799,256	2,639,183	839,927	12,594,794	10,548,876	(2,045,918)	21,591,074	10,548,876	49%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(32,153)	151,651	183,805	(159,197)	403,236	562,433	-	403,236	-

240 Fund

	July 2013 Budget	July 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,871,710	1,871,710	-	2,996,565	2,996,565	-	4,002,000	2,996,565	75%
Property Taxes	14,583	14,583	0	102,083	102,083	0	175,000	102,083	58%
Total Revenues	1,886,293	1,886,293	0	3,098,648	3,098,648	0	4,177,000	3,098,648	74%
CTH Maintenance	235,958	177,691	(58,267)	2,267,583	2,665,505	397,922	3,796,000	2,665,505	70%
Bridge Aid & Hwy Construction	31,750	1,140	(30,610)	222,250	40,945	(181,305)	381,000	40,945	11%
Transfer Out	50,917	50,917	(0)	355,417	356,417	(0)	611,000	356,417	58%
Total Expenses	318,625	229,747	(88,878)	2,846,250	3,062,866	216,616	4,788,000	3,062,866	64%
Increase (Use) of Fund Balance	1,567,668	1,656,546	88,878	252,398	35,782	(216,616)	(611,000)	35,782	-
				GTA Accrued	\$ (728,982)				
				other GTA Areas	\$ 124,594				
				after savings from 660	(6,173)				

400s--Capital Projects

Est CAP PROJ FUND BALANCE 6/30/13	8,501,133.92
Add Interest Income	3,983.46
Less Projects est costs yet	(7,299,826.25)
Less Payments To Debt Service	(76,556.50)
Estimated Fund Increase	1,124,751.17

Main Contributors (Est Fund Increase)

	2008 Bond	2009 Bond
V-17	123,287.84	
AAA-16	416,979.78	
C-18	314,625.34	
N-15	156,845.14	
K-16	55,775.97	
Total	1,067,514	95%

Notes:

Using this as part of 2014 Budget To Transfer Out To Debt Service For Interest Payments

Save for future AAA project in 2014

Save for current C project... there was a portion of C-18 decided not to complete until we did C-19

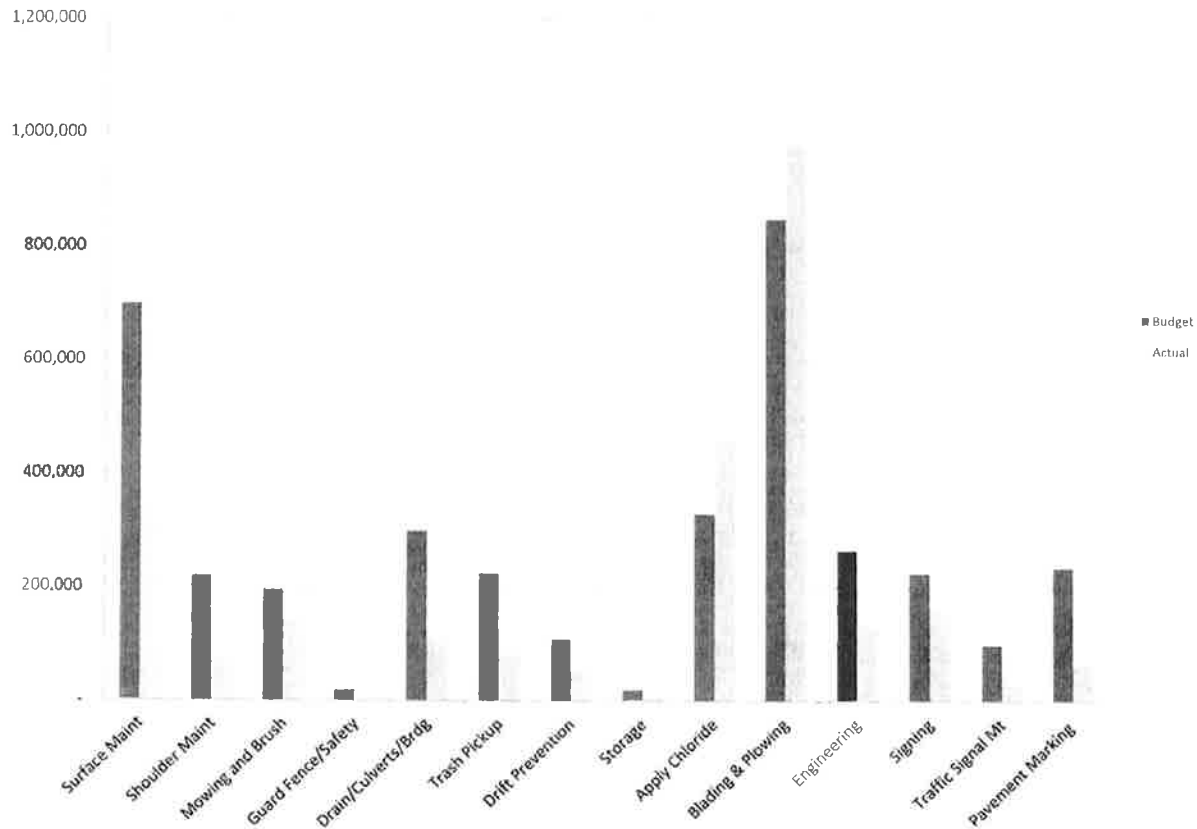
Save for Future N Project (projected 2015 STP project)

Save for now in case additional charges... in audit phase with DOT

**BROWN COUNTY PUBLIC WORKS
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 7/31/13**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	700,000	343,157.29	356,843	49.02%
Shoulder Maint	220,000	72,780.72	147,219	33.08%
Mowing and Brush	196,000	146,617.91	49,382	74.81%
Guard Fence/Safety	20,000	2,909.02	17,091	14.55%
Drain/Culverts/Brdg	300,000	108,659.99	191,340	36.22%
Trash Pickup	225,000	85,225.72	139,774	37.88%
Drift Prevention	110,000	57,394.49	52,606	52.18%
Storage	20,000	11,666.62	8,333	58.33%
Apply Chloride	330,000	464,102.75	(134,103)	140.64%
Blading & Plowing	850,000	980,629.82	(130,630)	115.37%
Engineering	265,000	138,348.92	126,651	52.21%
Signing	225,000	158,521.36	66,479	70.45%
Traffic Signal Mt	100,000	30,810.98	69,189	30.81%
Pavement Marking	235,000	64,679.15	170,321	27.52%
Total	3,796,000	2,665,504.74	1,130,495	70.22%

Budget to Actual-Maintenance



FACILITIES

As of July 31, we are showing a year to date (YTD) positive variance of \$196,830. Total revenues are on target and total expenses are down by 5%.

Although we have a positive variance in total revenue, "Miscellaneous Revenues" are down by 3% primarily due to the intra-county charges for maintenance and housekeeping at the Community Treatment Center (CTC). This revenue source is down due to reduced service work performed at CTC.

The reduction in Miscellaneous Revenues is offset by a corresponding reduction in personnel costs and operating expenses. The year-to-date interdepartmental charges are running higher than budgeted and is primarily due to Highway performing more work for Facility Management than anticipated and using the Highway Division's Electrician because the Facility Management Division's Electrician was unavailable until May 28.

Attached are the Budget-to-Actual comparisons through July 31, 2013 for the Facilities Division of Public Works.

STAFFING SUMMARY:

HIGHWAY DIVISION			FACILITIES DIVISION		
	Budgeted FTE's	Actual #FTE's		Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.2	10.5 *	Mgmt / Office	6.16	6.1 **
Electrician	1	1	Fac Mechanic / Workers	18	17
Engineering	4	4	Housekeeping	18.5	17.5
Mechanical	11	11	Electrician	1	1
Laborers	65	61 *	Security	0.53	0
Parks	1.65	0	Summer Help	0.46	0.46
Summer Help	4	4			
TOTAL	97.85	91.5	TOTAL	44.65	42.06

* 4 Full-time Highway Laborers and a 0.7 Clerk Typist II - Unfunded (Per 2013 Budget)

** 0.06 Facility Manager Position eliminated in January 2013.

**BROWN COUNTY PUBLIC WORKS DEPARTMENT
FACILITIES FINANCIAL SUMMARY-FUND 100
Month Ending July 31, 2013**

	July 2013 Budget	July 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	8,750	8,750	-	15,000	8,750	58%
Public Charges	54,023	54,238	215	378,162	379,960	1,798	648,277	379,960	59%
Miscellaneous Revenue	100,370	109,777	9,407	702,587	664,394	(38,193)	1,204,435	664,394	55%
Other Financing Sources-Trans	-	-	-	85,646	85,646	-	85,646	85,646	0%
Total Revenues	155,643	165,265	9,622	1,175,145	1,138,750	(36,395)	1,953,358	1,138,750	58%
Personnel Cost	212,861	208,287	(4,574)	1,490,025	1,358,044	(131,981)	2,554,328	1,358,044	53%
Operating Expenses	136,283	114,416	(21,867)	953,984	853,650	(100,334)	1,635,401	853,650	52%
Interdepartmental Charges	7,155	9,566	2,411	50,085	71,715	21,630	85,860	71,715	84%
Outlay	3,283	7,461	4,178	39,390	16,851	(22,539)	39,390	16,851	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenditures	359,582	339,730	(19,852)	2,533,484	2,300,259	(233,225)	4,314,979	2,300,259	53%
Property Taxes	196,802	196,802	(0)	1,377,612	1,377,612	0	2,361,621	1,377,612	58%
Increase (Use) of Fund Balance	(7,137)	22,337	29,474	19,273	216,103	196,830	-	216,103	

**BROWN COUNTY
PUBLIC WORKS DEPARTMENT
Director's Report**

Below are certain significant items I wish to report on for the Public Works Department as of 7/31/2013:

PROJECT UPDATES.

CTH P:

The section of CTH P from CTH KB to CTH R (approximately 1.2 miles) was resurfaced with completion in early August 2013. Due to unforeseen roadway conditions, the project was approximately \$40,000 over budget.

Attached are photos which depict certain conditions that resulted in the above-referenced unfavorable budget overage. Those conditions were factors in what was essentially a reconstruction of about a 1/2 mile section of the total project.

The reconstruction was necessary due to 4 tree stumps in the paved section of the existing road that needed to be removed and a spring under the roadbed. The pictures show the prevailing conditions with undercutting, the depth of construction (up to 30") necessary to mitigate the conditions, and the aggregate needed for the French drain and road base.

No additional budget is required to cover the additional project costs. Additional costs will be covered by utilizing the positive variance on another road section. I think the limited cost overrun on the originally scoped project demonstrates the value of the County's highway crew in that it is apparent that significant additional construction efforts were required and the County's crew repaired the road section properly.

TWELVE-HOUR DAYS.

Highway Division. Report attached indicates employees that have worked 12 hours or more in a single shift for the month of July 2013. This overtime relates to road projects.

Facility Management Division. There were no employees that worked a 12+ hour shift in July 2013.

















Public Works - Highway Division
12-Hour Work Days
7/1 - 7/31

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
7/1/2013	Burkel, Jim	signing	12.75
7/1/2013	Raisleger, Dale	engineering	12
7/9/2013	Peot, Tracy	paving P	12.25
7/9/2013	Ignatowski, Paul	Ashland Ave emergency repair	12.25
7/9/2013	Sell, Andy	Ashland Ave emergency repair	12.25
7/10/2013	Bowers, Taylor	flagging P-20	14
7/10/2013	Burkel, Jim	signing	15
7/10/2013	Caelwaerts, Ashley	flagging P-20	14
7/10/2013	Doucha, Dean	paving P-20	12
7/10/2013	Karbon, Dan	paving P-20	12
7/10/2013	Loritz, Nancy	paving P-20	12
7/10/2013	Peot, Tracy	paving P-20	14.25
7/10/2013	Reedy, Jason	paving P-20	13.25
7/10/2013	Tilkens, Todd	paving P-20	12
7/10/2013	VanDeHei, Jamie	paving P-20	12.25
7/10/2013	VandenElsen, Joe	paving P-20	12
7/10/2013	White, Dan	paving P-20	12.5
7/10/2013	VanDeHey, Tom	paving P-20	12.25
7/11/2013	Fontaine, Gary	signing - then state accident	14.5
7/11/2013	Little, Bob	I-43 blow out	13.25
7/11/2013	Oettinger, Tim	I-43 blow out	13.25
7/11/2013	Sell, Andy	I-43 blow out	14.25
7/11/2013	Sequin, Scott	I-43 blow out	13.75
7/12/2013	Dantoin, Steve	engineering	12.5
7/15/2013	Burkel, Jim	signing	16
7/17/2013	Fontaine, Gary	signing	15.5
7/17/2013	Reedy, Jason	paving railroad	12
7/17/2013	Tilkens, Todd	paving railroad	12
7/17/2013	White, Dan	paving railroad	12
7/17/2013	Giese, Jon	Emergency joint repair	12.25
7/17/2013	Holda, Doug	Emergency joint repair	12.5
7/18/2013	Burkel, Jim	signing	13.25
7/18/2013	Fontaine, Gary	signing	13
7/18/2013	Oettinger, Tim	29 @ 32 blow out	12.75
7/18/2013	Sell, Andy	29 @ 32 blow out	12.75
7/18/2013	Sequin, Scott	29 @ 32 blow out	12.75
7/23/2013	Burkel, Jim	signing	12
7/24/2013	Burdeau, Joe	paving P	13
7/24/2013	Duchateau, Mike	paving P	13
7/24/2013	Gussert, Tim	GV-11 E-Matt (10), P-19 undercut (3.25)	13.25
7/25/2013	Ignatowski, Paul	P-19 (6), GV-11 (4), state sweep (3)	13
7/25/2013	Linskens, Joe	state litter, state sweeping	16
7/30/2013	Ignatowski, Paul	crack sealing	13
7/30/2013	Thibodeau, Larry	crack sealing	12.75
7/30/2013	Little, Bob	crack sealing	13

**Brown County
Airport
Budget Status Report
July-13**

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$1,418,392	\$827,395	\$732,130
Fringe Benefits	\$578,268	\$337,323	\$303,800
Employee Costs	\$3,562	\$2,078	\$1,088
Operations & Maintenance	\$1,250,095	\$729,222	\$513,598
Insurance	\$47,125	\$27,490	\$20,574
Utilities	\$807,883	\$471,265	\$458,942
Chargebacks	\$262,473	\$153,109	\$149,376
Contracted Services	\$1,832,898	\$1,069,191	\$1,012,056
Debt Retirement	\$789,593	\$460,596	\$346,001
Depreciation	\$5,483,225	\$3,198,548	\$2,846,586
Outlay- Disposition of Fixed Assets	\$0	\$0	-\$1,779
Intergovernmental - PFC's	\$1,142,365	\$666,380	\$575,506
Charges for Sales & Services	\$5,809,632	\$3,388,952	\$3,318,095
Miscellaneous Revenue	\$18,081	\$10,547	\$9,183
Rent	\$373,560	\$217,910	\$195,286
Contributions	\$0	\$0	\$0
Capital Contributions	\$4,650,289	\$2,712,669	\$420,934
Interest	\$20,000	\$11,667	\$13,037
Transfer in Wages	\$0	\$0	\$0

HIGHLIGHTS

All reported expense categories continue to be below anticipated budget amounts through the end of July. The Disposition of Fixed Assets item deals with the sale of two items (air compressor & tar melter) which were sold for more than their book value.

On the revenue side, through July, revenue continues to pick up slowly, and with the exception of Contributed capital, all accounts are close to anticipated budget levels.

Thru July	Pax On	% (+/-)
2013	172,653	+ 1.4%
2014	170,214	

Airport - July, 2013

